

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Manager, Food Fortification
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<b>Classification:</b>	D4 – Project Manager	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Dhaka, Bangladesh	<b>Travel required:</b>	Field Visits 30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>GAIN seeks to hire a Project Manager for the Large-Scale Food Fortification (LSFF) project funded through the Bill and Melinda Gates Foundation between January 2022 and December 2025. The Project Manager will be responsible to plan, manage, quality assure and control, supervise and report GAIN's edible oil fortification, salt iodization, rice fortification projects and extend necessary support in other food fortification initiatives viz. wheat flour fortification, lentil fortification, double fortification of salt (DFS) etc.</p> <p>The postholder will maintain a working relationship with implementation partners, government &amp; policy institutions and relevant strategic and development partners who have similar activities and programs. S/he will also assist in developing concepts, proposals and explore new programmatic areas based on learning from the projects. S/he will be actively involved in QUAD for respective workstreams and provide updates on project implementation. The position will report to the Portfolio Lead and work as a member of GAIN Bangladesh Team. The workstation will be based in Dhaka with frequent travelling (30%) across the country.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Role in Project Implementation</u></p> <ul style="list-style-type: none"> <li>• Responsible for management of LSFF projects in terms of partnership management, technical, reporting, and monitoring supports.</li> <li>• Provide leadership in developing a detailed implementation plan, co-operation agreement, contract for service, grant agreement highlighting the challenges, monitoring implementation partners, research &amp; evaluation agencies, and other stakeholders.</li> <li>• Prepare terms of reference (ToR) for implementation of various activities as per approved plan and coordinate reviews with HQ.</li> <li>• Support in the development and follow-up of relevant Mass Media /Behaviour Change Communication messages and materials linked with bulk oil and open salt in consultation with Ministry of Industries (MoInd), BSCIC, business and other relevant partners.</li> <li>• Prepare the project progress reports, help with timely forecasts of funds with support from the Finance Team.</li> </ul>

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- Mentor the Program Associate with delegated responsibilities and provide guidance in consultation with Portfolio Lead.

### Project Management

- Ensure time-bound management of LSFF (oil, salt) projects aligning with Bill and Melinda Gates Foundation (BMGF) grant agreement, Ministry of Industries and other donors and organizational compliance.
- Work closely with National Fortification Unit (NFU), Ministry of Industries and other relevant department and agencies on successful implementation of the program through proper execution of the Cooperation Agreements (CA).
- Lead on ensuring Monitoring Cell within BSTI functions and regular monitoring with BSTI for periodic sample collection, review lab results and effective implementation of monitoring cell in collaboration with Project Manager, Digitization.
- Provide on-going support for quality assurance of all work related to LSFF, progress tracking, review of results and comparison to standards and regulations.
- Take lead in developing progress report, annual reports (programmatic and financial) and as part of QUAD ensure operational and result highlights are represented at Global level.
- Ensure timely delivery of all LSFF and value chain project deliverables with targeted burn rate.
- Work with Salt Cell, BSCIC, Bangladesh Food Safety Authority (BFSA), Directorate of National Consumer Rights Protection (DNCRP) to build capacity in line with New Salt Law and Fortification of Edible Oil with Vitamin A Act on monitoring and QA/QC.
- Ensure GAIN's regular interaction with partners and increase the profile of LSFF and business development among stakeholders including sharing of learnings.
- Maintain constant liaison with the relevant ministries, directorates, departments for generating government buy-in for the integration and scaling up fortification projects in the country.

### Technical supervision, Monitoring and Evidence Generation

- Collaborate with Monitoring and Evaluation (M & E) department working with Portfolio Lead to develop result and monitoring framework and tools to closely monitor projects impact.
- Visits the field activities to ensure that project progress is on track and the risk mitigation plan is up to date.
- Provide inputs to M & E and Communication team to facilitate documenting experiences, preparing reports, presentations, briefs and articles for wider dissemination and publication.
- Contributing to develop concepts, proposals, and explore new programmatic areas based on learning from the projects.
- Provide support in research and evaluation activities in Bangladesh as needed.
- Provide market information periodically regarding other fortified foods on the market or in social safety nets in Bangladesh (e.g. rice, wheat flour etc.)
- Support the country team in development of proposals as part of resource mobilization.

### **Key organisational relationships**

- Reports to Portfolio Lead, LSFF and Value Chain
- Line manages the Program Associate, LSFF
- GAIN Country Director
- Project Manager, Digitization
- Working closely with M & E, Communication, KL, PST, Policy and Finance team

## **JOB REQUIREMENTS**

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### Competencies

- Excellent project management abilities
- Strong team leadership capabilities with ability to generate innovation; motivate and mobilise individuals within or outside their reporting line
- Ability to work in a multi-cultural, cross-functional team with a flexible and adaptable approach to work
- Ability to effectively represent GAIN and the programs in various forum
- Ability to use prioritize, multi-task, and work well independently under pressure to meet deadlines
- Self-motivated and solution-oriented with high level of professionalism and integrity
- Proactive with a commitment to quality and accuracy with close attention to detail
- Excellent interpersonal and communications skills in both English and Bangla
- Expertise in data analysis software and methodologies
- Good report writing and presentational skills
- Computer skill in MS word, MS excel and power point is mandatory.

### Experience

- Demonstrable professional experience of which significant years of working in the field of food fortification, private sector, international development agency is required.
- Demonstrated experience in managing projects in Bangladesh essential.
- Proven track record in providing supportive supervision, managing staff and programme monitoring at field level.
- Excellent understanding of quantitative and qualitative research and analysis with the ability to effectively liaise with creative and research agencies and government offices.
- Experience in data analysis, quality reporting, indicators tracking and developing and/or strengthening MIS

### Education

- Master's in Food Technology, Business, Development studies or Nutrition is desirable. Certificate in project management and experience of working in food fortification, food industries, development and private sector will be added advantage.

### Other requirements

- Excellent command of written and spoken English and Bangla.
- Willingness to travel to field sites frequently.

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities